



REQUIRED DOCUMENTS TO OBTAIN A PORT OF MIAMI IDENTIFICATION CARD

In order to facilitate the identification card issuance process, please ensure that you have the necessary documents required for the type of identification card for which you are making application.

New Applicants:

New applicants requesting a Port Identification card must present the documents listed below in order to be processed for an identification card.

1. An original letter from the employer written on company stationary stating the reason for requesting a Port identification card and type of access being requested (restricted areas and/or cargo areas). The letter must also contain the following information:
 - Employee's full name
 - Date of birth
 - Driver License Number
 - Employee's title
2. Original Driver License
3. Proof of Legal Status and Employment Eligibility in the United States

A list of acceptable documents are as follows:

- U.S. Passport (unexpired or expired)
- Certificate of U.S. Citizenship (USCIS Form N-560 or N-561)
- Certificate of Naturalization (USCIS Form N-550 or N-570)
- Unexpired foreign passport with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
- Permanent Resident Card or Alien Registration Receipt Card with photograph (USCIS Form I-151 or I-551)
- Unexpired Temporary Resident Card (USCIS Form I-688)
- Unexpired Employment Authorization Card (USCIS Form I-688A)
- Unexpired Reentry Permit (USCIS Form I-327)
- Unexpired Refugee Travel Document (USIS Form I-571)
- Unexpired Employment Authorization Document Issued by USCIS that contains a photograph (USCIS Form I-688B)
- Original or certified copy of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)

- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
 - Native American tribal document
 - U.S. Citizen ID Card (USCIS Form I-197)
 - ID Card for use of Resident Citizen in the United States
4. \$80.00 cash, cashier's check, money order or company check.

Identification Card Renewal:

1. An original letter from the employer written on company stationary stating the reason for requesting a Port identification card and type of access being requested (restricted areas and/or cargo areas). The letter must also contain the following information:
 - a. Employee's full name
 - b. Date of birth
 - c. Driver License Number
 - d. Employee's title
2. Original Driver License
3. \$55.00 cash, cashier's check, money order or company check (exact amount only).

Note: The identification card must be renewed before or on the day it expires. Applicants with an expired identification card will be subject to a FCIC/NCIC fingerprint-based criminal history background check and will be charged the \$80.00 fee.

Lost or Stolen Card:

1. An original letter from the employer written on company stationary stating the reason for requesting a Port identification card and type of access being requested (restricted areas and/or cargo areas). The letter must also contain the following information:
 - a. Employee's full name
 - b. Date of birth
 - c. Driver License Number
 - d. Employee's title
2. Police Report (The Credentials Section will re-issue a Port identification card with a case number pending a copy of the police report. Within two weeks (10 business days), the employee must provide a copy of the police report to the Credentials Section. Failure to do so may result in the deactivation of the identification card).
3. Original Driver License
4. \$50.00 cash, cashier's check, money order or company check (exact amount only).

Note: A lost or stolen identification card must be immediately reported to the Credentials Section. This will prevent someone else from gaining access to restricted areas of the Port using your identification card.

Change of Company:

1. An original letter from the employer written on company stationary stating the reason for requesting a Port identification card and type of access being requested (restricted areas and/or cargo areas). The letter must also contain the following information:
 - a. Employee's full name
 - b. Date of birth
 - c. Employee's title
2. Original Driver License
3. \$25.00 cash, cashier's check, money order or company check (exact amount only).

One-Day Pass Request:

This pass can only be issued five (5) times within a ninety-day (90) period.

1. An original letter from the employer written on company stationary stating the reason for requesting the "One-Day Pass" and type of access being requested (restricted areas and/or cargo areas). The letter must also contain the following information:
 - a. Employee's full name
 - b. Date of birth
 - c. Driver License Number
 - d. Employee's title
2. Non-U.S. citizen applicants or non-permanent residents of the U.S. must provide a passport along with Form I-94 or the visa waiver.
3. Original Driver License
4. \$8.00 cash, cashier's check, money order or company check (exact amount only).

Note: If you have applied for a permanent Port identification card, a "One Day Pass" may still be issued if the applicant has not exceeded five (5) entries in ninety (90) days.

Should you have any questions or require clarification, please do not hesitate to contact the Port's Credentials Section at (305)347-4955.